

NEW CUSTOMER REQUESTS

(PLEASE TYPE OR PRINT)

*MWR/VQ COMPANY CODE: _____

*MWR/VQ POC: _____ *POC PHONE NUMBER: _____

*ACCOUNT GROUP _____ (see below for choices)

*TITLE _____ (Use for Active duty, Reservists, Retirees ONLY EG: 01, E5)

*CUSTOMER NAME _____

SEARCH TERM _____ (Accounting)

*CUSTOMER ADDRESS:

STREET _____

CITY _____

STATE _____

ZIP CODE _____

PHONE NUMBER (W) _____

PHONE NUMBER (H) _____

*UNIT IDENTIFICATION CODE (UIC) _____ (Ships/Commands only)

*SOCIAL SECURITY NUMBER _____

RECONCILIATION ACCOUNT: _____ (Accounting)

PAYMENT METHOD: **CHECK**

ACCOUNT GROUP: (CIRCLE ONE)

MILITARY COMMANDS

SHIPS

CIVILIANS

ACTIVE DUTY (includes retired, reservists)

CUSTOMER NUMBER (ACCOUNTING)

Please send to regional business office

with attachments: 1. INVOICE (QINN OR LODGING TOUCH)
2. FOLIO OR FUNDING DOCUMENT
3. CUSTOMER RECORD

*TO BE FILLED BY ACTIVITY/ACCOUNTING